

VGC Leader Information Summary

This document provides an overview for VGC event leaders as summarized on our website with additional detail to help you effectively lead your event. It is intended to be used with the other three (3) documents on our website available under the heading Event Leader Info.

- Event Information for Email and Day of Play – a sample of the information sent to players prior to the day of play and available on the day of play which includes the game, golf rules, tee times, foursomes, course location and contact information for the leader. You are free to revise this sample for your event.
- Golf Games- Information about golf games that the VGC has played in the past. Choose one or make up your own! Handicap Administrator has final say-so on whether a game is appropriate for VGC.
- VGC Event Leader Expense Report- used for cost tracking and reimbursement. Complete the form and submit it to the club treasurer for event-related expenses (e.g. greens fees) after the event.

Introduction

The details about the event (date, time, location, address, price and dining option) will be planned by the VP of Operations and listed in the event on the VGC website. Players sign up on the website even if they pay for the event by check or cash.

All event scoring and prize awarding is handled by the Handicap Administrator. You need only to get the scorecards (hopefully 2 per team and correctly filled out) to Handicap Administrator within a few days of the event (sooner is better).

The Webmaster and Treasurer will ensure that: **everyone pays before the event day and all entrants are paid-up VGC members.**

VGC members volunteer to run our golf events. In return, the Event Leader receives free golf for one person when playing outside The Villages. We take care of finding/booking the location, establishing the pricing, sending out the event information, collecting the monies, sending out reminders, and providing you with the list of players. The VP of Operations will provide the name of the restaurant that we will attend after golf and make reservations for the group. The restaurant may be at the course or close by.

Approximately 1-2 weeks prior to an event, the VP of Operations will send you all of the information you need in an email: the golf rate the course will charge us including tax, any compensations you should receive and range ball information. We will let you know everything you need to know in order to be a good event leader- costs, directions to course, restaurant, etc.

Approximately one week prior to an event, the Webmaster will send you a list of the event participants including names, emails, etc.

As Event Leader, prior to the event, you will:

-Put together the foursomes. Couples play in the same foursome but try to mix up the foursomes so people are not always playing with the same couple.

-Decide the game to be played and CTP holes. Do not assign specific tee boxes for men or women to use. Players will choose the most appropriate tee box and note it on their scorecard.

-Send an email to the players and the VGC Board prior to the event to let them know the groupings, games and other information. The Handicap Administrator will use this information along with Villages ID numbers to determine the handicaps for the specific course.

-Send the pairing and tee times to the course contact (provided by the VP of Operations in their email).

On the day of the event, you will:

-Greet the players at the event to answer questions and assist as players begin play. Remind them to record gross scores and their selected tee boxes on the scorecard. Tell them who will collect their scorecards at the event conclusion.

-Place scorecards and a copy of the event email on each cart.

-Assign someone in the first group to put out the CTP markers.

-Assign someone in the last group to pick up the CTP markers.

-Pay for all participants to play golf using your own credit card less any compensations (if applicable). The email from the VP of Operations will include this information.

-Join players after golf for dining/socializing at the location chosen by the VP of Operations

-Ensure that the Handicap Administrator (HA) receives all of the score cards from the game and is briefed on the game played and the scoring. If the HA is not in attendance at the event, this may require delivering the scorecards to the HA within a few days of the event so winners can be determined and posted. The HA will determine the event winners and send you (and the VGC Board) the results and the dollar value winnings to be awarded.

After the event, you will:

-Submit the VGC Event Leader Expense Report (see link to file on this page) to the Treasurer for reimbursement. You will be reimbursed within a few days.

-The Handicap Administrator will determine the prize winners and communicate this information to you and the VGC Board. The Webmaster will post the results on the website.

-Prize money will be distributed at the next VGC meeting.